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HEADQUARTERS BUILDING

Monthly Report for the Month of April

1. Completed Work:

25X1A a. DD/I-ORR: [REDACTED] This job involved the removal of approximately 60 linear feet of partial partitioning and the installation of the like amount of ceiling high partitioning. Completion date, 1 April 1963.

25X1A b. DD/P-FI: [REDACTED]. The necessary alterations to make a secure area of [REDACTED] was satisfactorily completed on 3 April..

25X1A c. DD/R: [REDACTED] A work order has been submitted to PBS requesting considerable partition alterations to be made in [REDACTED] on a priority basis. This work was commenced on 1 April and completed 10 April 1963.

25X1A d. DD/S-OS: [REDACTED] Partition alterations requested in [REDACTED] was completed on 24 April by using dry wall construction. This dry wall construction was used on an experimental basis to determine the feasibility of using dry wall construction in lieu of the present sheet metal partitioning being used.

25X1A e. DD/S-OL: Artificial plants - auditorium, cafeteria, and OCR library. Artificial plants were procured and installed by a commercial firm through G.S.A. in the existing planters in the auditorium lobby, the balcony of the South Cafeteria, and the OCR Library, in lieu of live plants, as specified by Harrison & Abramovitz in the original building plans. It was determined that artificial plants would require less care and would definitely prove more economical over a long period of time. Estimated cost, \$1200.

[REDACTED]

2. The following job requests have been programmed, are in progress, and/or estimates are being obtained:

a. DD/S-OS: Vehicular traffic control stop and go lights, etc., requested for the DCI garage entrance. Estimated cost, \$311. This work is 80% complete as of this date.

~~GROUP 1  
Excluded from automatic  
downgrading and  
declassification~~

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25X1A b. DD/P-RID: Material for additional overhead fluorescent lighting in [REDACTED] stack level was received by PBS, 27 March. No tentative commencement date available. Estimated cost, \$4883.60

c. DD/S-LSO: Construction of enclosure for paint spray booth, GJ06. Construction proposals and drawings were completed by Staff Architect on 20 March 1963. It is anticipated this project will commence week of May 6. No estimate available.

d. DD/S-OP: Credit Union Alterations. Credit Union alterations room 1J33 commenced on 15 April and is still in progress. It is anticipated that all work will be completed by week of 20 May.

25X1A e. DD/I-OCR/BR: [REDACTED] The alterations in these rooms are quite extensive and the working conditions are considerably crowded, therefore, these alterations are being accomplished on week-ends to prevent interference with the operation of the offices. This project is approximately 95% complete and due to the lack of material it is anticipated that the date of completion will be 15 May. Estimated cost, \$4100.

f. DD/I-ORR: Installation of duct heaters [REDACTED] At the direction of RE&CD, this office has submitted a work order to PBS to provide and install duct heaters in the air supply ducts serving these rooms since no provision was made for heating these rooms in the original construction contract. The installation of these heaters with individual room thermostats should result in curbing cold complaints from these areas during winter months.

g. DD/I-ORR and OSI: [REDACTED] Partitioning alteration requirements for these two rooms were received and a work order submitted to PBS 4 February. The alterations in [REDACTED] have been completed, but due to the lack of ceiling high partitioning parts, the work on room [REDACTED] had to be suspended. Tentative date at this time on arrival of partition parts is 10 May.

25X1A h. DD/P-FID: [REDACTED] Due to lack of ceiling high metal partition parts, this job was started with the approval of the occupants with dry wall construction. Approximately 85 linear feet of ceiling high partitioning is required and is anticipated that completion will be during the week of 29 April.

25X1A i. DD/I-OCI: [REDACTED] Partition alterations in [REDACTED] was started on 29 April using dry wall construction in place of ceiling high metal partitioning. This job was also started with the approval of the occupants to prevent delaying the job until metal partition parts are available. Anticipated completion 3 May.

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25X1A j. DD/S-LSO: Shower Stalls. The installation of shower stalls in [REDACTED] for the pneumatic tube maintenance men and the incinerator operators is approximately 50% complete. No completion date available.

25X1A k. DD/R-OSA: [REDACTED] GSA engineers will start on plans and specifications for air conditioning of 6B14 on 5 May with an anticipated completion on plans and specifications by 1 June.

l. DD/S-LSO: Area for [REDACTED] in the basement is approximately 80% complete. Only electrical requirements remain to be completed.

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m. DD/S-LSO: West Parking Lot. A contract has been let by GSA and work has begun on the clearance of underbrush around the exterior perimeter fence of the West Parking lot. Estimated cost, \$1900.

n. DD/S-LSO: Auditorium. PBS is making necessary arrangements for the installation of a drinking fountain in the auditorium on a non-reimbursable basis.

o. DD/S-LSO: A work order has been submitted to PBS to install a side walk from the Northeast entrance to the Main entrance between the building and the auditorium as directed. Estimated cost, \$1500.

p. DD/S-LSO: Provisions have been made with PBS to install rubber bumpers on all carts within Headquarters Building. These bumpers are being installed at a rate of approximately 6 carts per day until completion.

3. Park Benches at Bus Stops: Erection of additional outdoor type benches held in abeyance pending completion of priority work.

4. Heating, Ventilating and Air-Conditioning Complaints: Verbal and written complaints averages approximately 10 per day during this report period.

5. Electrical Section: Work accomplishment continuing at an average of 150 man hours per week. Present back-log stands at approximately 1629 hours. Due to the influx of priority work, the number of older job completions should not increase over the present rate. Scheduling of jobs is now on a two week period rather than a one week period, with consideration being given for installation of telephone and electrical floor fittings on a priority basis.

6. Building Cleaning, Operations, GSA Custodial Forces: Verbal and written complaints continue to be received, but at a lesser rate. A survey of hallways, secure room areas and rest rooms was made by GSA Regional 3 Custodial Force officials. This was done in an effort to improve cleaning as a result of an official complaint in writing from

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CIA. As a result of the above survey, a GSA contract has been let with a private concern for the cleaning and waxing of all corridors in Headquarters Building. As of this date all corridors have been cleaned once and the contractor is presently going through the building for the second time.

7. Engineering Section:

- a. Completion and presentation of Agency Space Utilization study.
- b. Supervision and coordination of demolition and installation of Credit Union cabinet work and related utility renovations.
- c. Preparation of documents and drawings for GSA to issue invitations to contract bid on Credit Union wall covering material and partial height partitioning.
- d. Review with Real Estate and Construction Engineers of the



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